



# Army HSMS Newsletter

15 FEBRUARY 2002

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## WHAT'S NEW IN HSMS 2.4

As everyone is now aware, HSMS version 2.4 was fully accepted by Ft. Rucker on 7 December 2001 at the Lead Site Verification Test (LVST). With the acceptance of Ft. Rucker, the Army now has fully accepted v2.4.

### HSMS ECP STATUS

During a Configuration Control Board (CCB) meeting held in November 2001, a total of 250 ECPs were reviewed by the services and the Central Design Activity (CDA). Of those, 83 were approved for inclusion in the next version of HSMS (2.4.1), 158 were deferred and 9 cancelled.

#### January 2002

The Army held a Configuration Management Board (CMB) to review 47 additional ECP-S submitted by the services after the November 2001 CCB.

#### February 2002

A CCB was conducted with all services present to review the new ECPs. Decisions on ECPs have not been finalized due to several Technical Solution Reports (TSR) related to several open ECPs before a final determination can be made on which ones will be included in 2.4.1. The TSR provides the services with proposed approaches to resolving the request reported in an ECP. At this time, it is projected that version 2.4.1 will be released to the services in the June-July 2002 timeframe. Additional information related to this release will be provided in future editions of this Newsletter.

## HSMS Software Upgrade to 2.4

The software upgrade to HSMS v2.4 has been underway since 15 January 2002 and is scheduled for completion by mid-March 2002. The Customer Assistance Office (CAO) will be contacting ADBMs to coordinate a week prior to the actual start of the upgrade.

The upgrade from HSMS 2.3 SP1 to HSMS 2.4 does not require the extensive database conversion that occurred during the upgrade to HSMS 2.3 SP1. However, for those installations not currently running HSMS 2.3 SP1 there will be two conversions required, one to bring your database up to HSMS 2.3 SP1 and then the upgrade from HSMS 2.3 SP1 to HSMS 2.4. Dual conversions will occur concurrently with minimal interruption to operations. The CAO will be coordinating this effort with all sites. Your cooperation and assistance during this upgrade period is greatly appreciated.

In order to focus Army efforts on the release of HSMS v2.4, it is necessary to limit technical support for users of HSMS v2.2. Accordingly, as of 01 January 2002, support for HSMS v2.2 will be limited to database conversion issues or other specifically pre-approved issues only. As of 01 April 2002, technical support for HSMS v2.2 will cease entirely unless specifically pre-approved. Installations that have not yet converted their HSMS v2.2 databases may request an extension. Requests for extension must include a reason for the request, and the date when they will no longer be using HSMS v2.2. Installations that requested a "scratch" or blank HSMS v2.3 database during conversion may not request an extension. The point of contact for this action is Mr. David Zuckerman, at phone number (410) 436-7072, or at e-mail [david.zuckerman@aec.apgea.army.mil](mailto:david.zuckerman@aec.apgea.army.mil).

## Interfaces

HSMS 2.4 brings with it exciting new interfaces, such as a HSMS-HMIS interface and an interface with the Defense Reutilization and Marketing System (DRMS) applications for DD1348, waste manifest, and delivery order processing. As appropriate, these interfaces will be included in all future HSMS training courses. In addition, the CAO will provide configuration and operational support once HSMS 2.4 is fielded and the interfaces established.

## Crystal Reports

The Crystal Reports repository (that consists of the 27 most commonly used Crystal Reports) is currently in HSMS v2.3

format. Once HSMS v2.4 is fielded, these 27 Crystal Reports will be updated. This update process will begin in February 2002. A data diagram developed for HSMS v2.4 has been finalized and distributed. If your installation did not receive a copy, contact the CAO.

*Contributed by Dynamac Corporation*

### **Some Significant Changes to 2.4....**

Significant changes in HSMS version 2.4 include:

- HMIS interface function and DAISY Import/Export utility for DD Form 1348s has been added.
- Scanned image loading and viewing capability to include .pdf files for MSDS and manifest functions was incorporated.
- Ellipsis fields throughout HSMS may now be pre-filtered by typing in the associated text field.
- Users and System Setting data entry screens have been redesigned to make them easier to use.
- Inventory records may now be filtered for quantities equal to zero (0).
- User transactions may now be limited by Work Centers and/or Organizations. The Inventory data grid can display a check box that indicates if the user can do a transaction on a selected material.
- Current Inventory tabs have been added to the Location and NSN data entry screens.
- Issue and Disposition hard copy reports may now be flagged for printing at a later time.
- Additional detail has been added to the Material Disposition data entry screen for Used material to provide material container disposition separately from the material, if the option is selected in System Settings.
- External Waste and Waste Byproducts data entry screens were modified to add additional information on waste being added to a container. Additionally, a new container may be created from both the External Waste and Waste Byproducts data entry screens during data input.

For more information on these and other features of HSMS 2.4, refer to the User's Guide provided in the 2.4 CD.

*Contributed by Dynamac Corporation*

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## **HOHENFELS TRAINING AREA**

## **HMCC PLANS FOR EXPANSION**

The 282<sup>nd</sup> Base Support Battalion (BSB), also known as the Hohenfels Training Area (HTA) in the United States Army Europe (USAREUR), has taken a proactive role in managing hazardous materials for nearly 5 years. They are currently preparing for expansion at their Hazardous Material Control Center (HMCC). The use of HSMS has been an integral part of their efforts to manage hazardous materials. The HTA Environmental Staff, in close coordination with the 282<sup>nd</sup> BSB Commander, have established a goal of managing the hazardous materials (HM) for the many units who come to HTA for training. They have recognized that the majority of HM problems stem from units not permanently located in the 282<sup>nd</sup> BSB area of operations.

A major element of this goal is a larger HMCC able to store and handle the increased volume of HM included in the expansion plan. Currently, the HMCC is servicing the 1-4 Infantry Battalion. The HMCC staff is working to incorporate the remaining HTA units prior to including units coming to Hohenfels for training. Construction will begin in early March to expand the HMCC.

*Contributed by Dynamac Corporation*

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## **REVISED HSMS TROUBLE TICKET PROCEDURES**

The HSMS Trouble Ticket (TT) procedure is in the process of being modified. The Customer Assistance Office (CAO) in Sierra Vista and USAREUR as well as the Functional Response Cell (FRC) received new software to facilitate tracking trouble tickets. Track-It is now being used for this process replacing an obsolete software package that restricted the amount of information that could be captured per TT.

With the update of the software tool also comes an update to the actual TT process. A flowchart describing the TT process is included with the Newsletter. Please ensure that the flow chart is passed to the ADBM and Installation Project Officer so that they are aware of the procedures. The flowchart below represents the new process that will take effect 1 MAR 02. To alleviate excess trouble tickets in the system, those TTs that do not have activity or status updated by the installations will be closed after one month of inactivity or lack of response to the CAOs inquiries. The closing of these TTs will occur only after a formal notice from AEC is provided to the installation notifying the site of the impending TT closure.

The CAO will continue coordinating this effort with all sites. Please communicate with them regarding any trouble tickets involving your installation. Your assistance and continued support is greatly appreciated.

\* Note: The asterisk represents the time at which the Technical Review Cell (TRC) or Functional Review Cell (FRC) will initiate an ECP-S, if appropriate.

*POC for this article is Diane Stephens, PO-HSMS.*

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## DAISY INTERFACE SETUP

The DAISY interface application enables HSMS users to import DD1348 records from the DRMS Automated Information System (DAISY) database as well as export DD1348 data from HSMS to the DAISY database. Setup procedures for the DAISY application are detailed in Chapter 8 of the HSMS User's Guide. However, the following information regarding the use of the application is provided below since it will impact the use of the capability within HSMS.

Prior to using the DAISY Import/Export application, a login ID must be obtained from the designated Defense Reutilization and Marketing Office (DRMO). The login ID may be obtained as follows:

- Complete the DoD DAISY Request Form (DRMS Form 2005) obtained from the servicing DRMO or at the Defense Reutilization and Marketing Service (DRMS) web site at:  
<http://www.drms.dla.mil/environmental/genform.pdf>. Contract employees follow the same procedures except they must also complete DRMS Form 1986, Contractor Access to DoD Systems.
- You must indicate whether or not the user has received a National Agency Check (NAC) which is a background check that may be required to use any DoD database system.
- Both the User and the User's supervisor must sign the form and forward it to the servicing DRMO for their signature. The servicing DRMO will then forward it to DRMS for processing. Within 3-weeks, the User will be notified of their DAISY login ID and temporary password.
- During the initial login, the User must change their temporary password. This must be done using the Telnet application and not HSMS. After the initial login, the temporary password will not work.
- Passwords must be changed every 90-days thereafter or access will not be granted. DAISY does not provide notification that a user's password has or will expire.
- DAISY passwords will be formatted as follows:
  - Minimum of eight characters in length;

- Must contain at least one uppercase and one lowercase alpha character;
- Must include at least three (3) characters that are different from the previous password; and
- Must include at least one special character ~ " ! # \$ % ^ & \* ( ) \_ + ".

- DAISY files will not be processed until after the temporary password has been changed.
- Once the proper passwords and connectivity is established, the HSMS.ini file must be updated to add the import and export path location and FTP proxy identification.
- The last step in getting started is to set-up the User Defaults for the LIKE code and DoDAAC in HSMS. If the LIKE code is not known, contact the servicing DRMO to obtain the appropriate information.

For more information on this process, refer to the HSMS User's Guide in Chapter 8.

*Contributed by Dynamac Corporation*

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## NEW ADBMS?

Due to a variety of circumstances, installations may experience personnel turnover/change. If your installation experiences a change in ADBM personnel, PLEASE contact the CAO ASAP at (888) 800-7242 or [hsms@saic.com](mailto:hsms@saic.com) with contact information for the new ADBM.

*Contributed by the Army Environmental Center*

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## NEW INSTALLATION POCS?

As installations experience personnel turnover, the installation HSMS POC may change. If your installation experiences a change in the HSMS POC, PLEASE contact Mr. David Zuckerman at (410) 436-7072 or [david.zuckerman@aec.apgea.army.mil](mailto:david.zuckerman@aec.apgea.army.mil) with the new contact information.

*Contributed by the Army Environmental Center*

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## HSMS TRAINING DATES

**The Army Environmental Center has announced updated dates for HSMS sustainment for Fiscal Year 02. The courses and the proposed dates are as follows:**

**Application Database Manager (ADBM):**

2 – 12 April 02                      APG, MD  
30 July – 9 August 02              APG, MD

#### **Functional User Training – Sustainment:**

30 April – 3 May 02                      APG, MD

#### **Crystal Reports:**

14 – 17 May 02                      APG, MD

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#### **Application Database Manager (ADBM) Training.** **ADBM's have first priority for available course slots.**

Army GS employees, followed by installation on-site HSMS contractor, Corps of Engineer HSMS implementation contractors and others are welcome to attend on a space available basis. The course is open to all personnel with Army HSMS associated individuals having priority. The AEC funds the course instruction. Attendees must be funded by the respective site or organization for travel and per diem.

This course has been revised to incorporate 4-days of functional user training (designed to ensure that the assigned ADBM has functional knowledge of how HSMS operates). The remainder of the 9-day course will focus on those skills the ADBM must have to support HSMS operations at the installation. It is not required that the ADBM attend the first 4-days of instruction if they have the functional knowledge to operate HSMS.

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**Functional User Training – Sustainment (FUT-S).** FUT-S is hands-on user training available to installations that have implemented HSMS. FUT-S is designed as non-installation specific hands-on user training which is geared toward new users or users looking for refresher training on the functionality of the HSMS software. FUT-S instruction includes all HSMS software modules. FUT-S provides installations with a mechanism to help train personnel who are new to the program due to personnel rotation and support for advanced learning initiatives.

This course will expand on the hazardous waste module used by HSMS as well as other functional areas. Please note, the 9-day ADBM course incorporates the 4-day FUT-S instruction. Some space for FUT-S students may be available.

**NOTE: If your installation has HSMS Users that did not or were not able to attend v2.3 transition training then AEC highly recommends the FUT-S.** The AEC funds the course instruction. Installations or the sending organization must fund the attendee travel and per diem for course attendance.

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**Crystal Reports** training is a new course that has been added to the curriculum. It is a 4-day course taught in two modules. The first two days of the training will be geared to attendees who have limited or no knowledge on how to use Crystal Reports. The second two days will be taught at a more advanced level.

Course instruction will be geared toward the student's level of knowledge.

First priority will be given to ADBMs currently supporting Army installations operating HSMS. All others will be accepted on a case-by-case basis. Funding for the travel and per diem costs to attend this training are the responsibility of the installation.

*Contributed by the Army Environmental Center and Dynamac Corporation*

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## **TRAINING INFORMATION**

For more information on ADBM, FUT-S Training or Crystal Reports training, please contact: Aaron Tomarchio at (410) 436-1231 or via email at [aaron.tomarchio@aec.apgea.army.mil](mailto:aaron.tomarchio@aec.apgea.army.mil).

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## **PURPOSE OF THIS REPORT**

The purpose of this newsletter is to keep the U.S. Army community abreast of ongoing activities associated with the implementation of HSMS and to distribute summary articles that provide useful items of interest to all concerned members. It is recognized that this publication now transcends the Army community and embraces other military services and Federal agencies. This Newsletter is not limited to items of interest focused on the HSMS software but encompasses the entire spectrum of hazardous materials and waste management business practices as they pertain to the HSMS Program.

Everyone is invited to submit articles, problem descriptions, comments, or other pertinent information of interest to fellow members. If possible, keep article size to one-half to three-quarters of a page. Mail (e-mail) your items for publication, and we will add them to the newsletter version that follows their receipt.

**Send all input to:** [HSMSNews@dynamac.com](mailto:HSMSNews@dynamac.com)

## **PRIMARY POINTS OF CONTACT**

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CAO	Customer Assistance Office	(888) 800-7242 <a href="mailto:hsms@saic.com">hsms@saic.com</a>
CAO USAREUR	US Army Europe CAO	01149-6221-57-5948 HSMS-helpdesk@hq.hqusareur.army.mil

## WELCOME BACK RYAN

Welcome back to Ryan Messier, a Booz/Allen/Hamilton Consultant. Ryan recently re-joined the HSMS Team after spending 3 years working in the high-tech industry. Ryan is an Environmental Engineer with experience in computer programming and database management. He has worked at AEC as an APO fielding many of the initial HSMS sites. Ryan also spent time as an ADBM for Fort Meade. He brings with him a blend of functional and technical experiences at the installation level as well as HQDA level operations. Ryan will be supporting AEC HMMP/HSMS program by working directly with MACOMS and installations to enhance Army HMMP Business Practices using HSMS. He will also help in the planning of future HSMS programmatic activities. Ryan can be contacted at 410-436-7076 or via E-mail at [Ryan.Messier@aec.apgea.army.mil](mailto:Ryan.Messier@aec.apgea.army.mil).

## UPCOMING EVENTS

FEBRUARY 2002	
12 February	Training Committee Meeting at Fort Belvoir, VA (1100)
MARCH 2002	
12-14 March	FORSCOM Hazardous Materials and Waste Conference in Atlanta, GA
25-29 March	NDIA Environmental and Energy Symposium and Exhibition in Charleston, SC.
APRIL 2002	
1-12 April	ADBM Training at Edgewood Area, APG, MD.
29 April – 3 May	Functional User Training – Sustainment (FUT-S) at Edgewood Area, APG, MD.
MAY 2002	
13-17 May	Crystal Reports Training at Edgewood Area, APG, MD.

## QUICK POLL

***Is your Installation using the HSMS Waste Module?***

***E-mail: [aaron.tomarchio@aec.apgea.army.mil](mailto:aaron.tomarchio@aec.apgea.army.mil)  
With your reply!***

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***<http://aec.army.mil/usaec/p2/hsms00.html>***

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